



2004 VERSION OR LESS

EFFECTIVE March 3, 2008

CITY OF MESA ORDINANCE NO. 4552 & 4807

A digital/electronic **AutoCAD .DWG, .DXF**
or Microstation .DGN file of permit
drawings is required to be submitted on CD-
ROM to the Building Safety Division (on
behalf of Public Safety Fire and Police
Depts.).

The digital/electronic copy shall be
submitted prior to issuance of the Permit.

The digital/electronic copy must be
approved prior to issuance of the Certificate
of Occupancy or Certificate of Completion.

Please note:

It is highly recommended to submit the
digital/electronic copy of permit drawings
for approval before picking up the permit
and approved plans.



**One Fire CD Per
Building Permit
Address**





City of Mesa
CAD Ordinance #4552

55 N. Center St.
Mesa, Arizona 85201.



For Industrial, Commercial & Multi-use submittals

PROJECT NAME: _____

PROJECT ADDRESS: _____

DATE: _____ PERMIT(S) #: _____

PERSON SUBMITTING CD: _____

PHONE #: _____ E-MAIL: _____

SECTION 7-2-3 DIGITAL/ELECTRONIC DRAWING FILE SUBMISSIONS

The digital/electronic copy of the permit drawings shall be submitted to the Fire Department through the Building Safety Division for approval by the Fire Department's Technical Services Section prior to the issuance of the certificate of occupancy/completion by the Building Safety Director.

Required Format. The digital/electronic files, required under this section, shall be submitted on cd/dvd-rom in one of the following formats: (dwg), (dxf), or (dgn). If submitted files are embedded with external references ("xref's"), such (xref) drawings shall be included on the submitted cd/dvd-rom. Cryptic naming for layers/files shall include a "definition key." All digital/electronic files shall be drawn in "feet" at a 1:1 scale.

Required Information. At a minimum, each file shall contain the following information:

Floor Plans:

- (i) One plan for each building floor.
- (ii) All exterior and interior walls.
- (iii) All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors.
- (iv) Stairs and elevator locations.
- (v) Room/suite's names and/or numbers.
- (vi) Utility shutoff locations (water, electric and gas).
- (vii) Special hazards and high-piled stock/racks, if any.
- (viii) Fire department items shall include, but are not limited to, standpipes, fire sprinkler risers, alarm panels, fire department connections, and Knox boxes.

Site Plan:

Including parking lot, building numbers, parking garages, fire lanes and hydrants.

Roof Plan:

Layout and access (ladder/hatch locations)